



# Amrita Sai Institute of Science & Technology (AN AUTONOMOUS INSTITUTION)



AN ISO 9001: 2015 Certified Institution Recognized by UGC Under 2(f) & 12(B) of 1956 A  
Accredited by NAAC with 'A' Grade, Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK Kakinada  
Parital, Kanchikacherla (Mdl), Krishna Dist., A.P., India-521180  
www.amritasai.org.in Toll Free No: 1800 1212 369

10-06-2025

## OFFICE ORDER GREVIANCE COMMITTEE

### Proceedings of the Principal, Amrita Sai Institute of Science & Technology

**Sub:** Amrita Sai Institute of Science & Technology, Paritala-Constitution of Greviance Committee for the academic year 2025-26-Reg.

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The undersigned is pleased to constitute Greviance Committee with the following body for the academic year 2025-26

S.No	Name of the Member	Dept.	Position
1.	Dr.V Ramesh babu	ECE	Coordinator
2.	Mrs T Suhasini	EEE	Member
4.	Mrs.E Sateesh	CSE	Member
5.	Mrs.Sk Anisha	MBA	Member
6.	Sri K Kiran Kumar	MECH	Member
7.	Sri.Abdul Azeez	ECE	Member
8.	KAPPALA VIVEK	III ECE Student	Member
9.	GOGINENI AVINASH	III CSE Student	Member
10	BANDI BHARGAV	II CSE Student	Member
11.	GONE PAVAN KALYAN	II CSE Student	Member

#### Functions:

- To hear,investigate,and resolve a student complaint ,grievance,or conflict.
- Responsible to communicate effectively with faculty and student involved in the complaint before,during and after a decision is made.
- Conduct through information gathering,review of documentation,and interviews of involved individuals in order to make fair and appropriate recommendations for the resolutions of a grievance.
- Maintain all information regarding grievances,including committee meeting minutes,evidence of resolution and all correspondence in accordance with all applicable laws and regulations,including the family educational rights and privacy act.

(Dr. M SASIDHAR)  
PRINCIPAL

PRINCIPAL

Amrita Sai Institute of Science and Technology  
Amrita Sai Nagar, Paritala,  
NTR Dist - 521180

Copy to Management/C.E.O,  
DOA/All HOD's/All Committee Members  
Non Academic staff/ Library/Exam Cell/  
Transport/Admin./Security



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23-06-2025

## CIRCULAR

As per the advice of the PRINCIPAL, the Meeting of Grievance Committee's 20th June 2025 at 3:00 p.m. in Conference Hall-to discuss various issues pertaining to the department. All the Members are requested to be present for the Meeting.

### **Agenda:**

1. Duties and responsibilities of the Grievance Cell

Any other

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(Dr. M SASIDHAR)  
PRINCIPAL

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Date:24/06/2025

## GRIEVANCE REDRESSAL CELL MINUTES OF MEETING

The meeting of Grievance Redressal committee is held at 2:00 P.M on 24-06-2025 at the main seminar hall.

### Meeting agenda:

1. Discussion of grievance recorded.
2. Plan of action for the if any grievance registered.
3. Awareness about grievance committed to the students.

### Minutes of the meeting:

1. coordinator welcomed all the members of these committee.
2. Coordinator asked the committee members to submit the complaints if any of them received so far.
3. Committee members told that one complaint is received that is submitted to coordinator and then discussed about that complaint.
4. After discussing the committee members decided that conduct enquiry to that particular students and then take action.
5. After enquiry one week suspended that student.
6. Finally the meeting ends with vote of thanks by the coordinator.

### Members present:

S.No	Name of the Member	Dept.	Position	Signature
1.	Dr.V Ramesh babu	ECE	Coordinator	
2.	Mrs T Suhasini	EEE	Member	
4.	Mrs.E Sateesh	CSE	Member	
5.	Mrs.Sk Anisha	MBA	Member	
6.	Sri K Kiran Kumar	MECH	Member	
7.	Sri.Abdul Azeez	ECE	Member	
8.	KAPPALA VIVEK	III ECE Student	Member	
9.	GOGINENI AVINASH	III CSE Student	Member	
10.	BANDI BHARGAV	II CSE Student	Member	
11.	GONE PAVAN KALYAN	II CSE Student	Member	

COORDINATOR

PRINCIPAL

Amrita Sai Institute of Science and Technology  
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